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New NSLDS Enrollment Spreadsheet Submittal Format Cover Letter

The New NSLDS Enrollment Spreadsheet Submittal Format is one of the online reporting methods schools can use to supply enrollment data to the National Student Loan Data System (NSLDS) through the [NSLDS Professional Access](#) Web site. This version adds support for reporting Program-Level enrollment information. The submittal format is designed to be used with a columnar spreadsheet application and allows a school to upload and submit up to 2500 records/rows of enrollment data at a time, with a maximum file size of 1,000 KB. File size varies depending on the version of software used. After the school adds the enrollment information to the spreadsheet and confirms the data is correct, the school then uploads and transfers the data to the [NSLDS Professional Access](#) Web site.

The New Enrollment Spreadsheet Submittal Instruction Guide has been created to provide step-by-step instructions of the process and is available on the "Software and Associated Documents" section of the [Federal Student Aid Download](#) (FSAdownload) Web site.

For an overview of enrollment functionality on NSLDS and important reminders about enrollment reporting requirements, refer to the NSLDS Enrollment Reporting Guide, posted on the Information for Financial Aid Professionals (IFAP) Web site's [NSLDS Reference Materials](#) page, under NSLDS User Documentation in the By NSLDS Type section.